

Introduction

The “How to Add a Seller User” Quick Reference Guide is designed to provide a Vendor the minimum steps necessary in adding a Seller User to their profile.

Pre-requisites

A Vendor must have the Seller Administrator role.

Steps

Step 1:

- a.) From the home screen once logged in, select the **Seller Administrator** tab located at the top, right hand corner of the screen.
- b.) Click on the **Maintain Users on this Account** icon.

Note: Seller Admins. can determine whether the user is already set up in the system or whether adding the user is required.

The screenshot shows the top of the application interface. At the top right, there is a navigation bar with a tab labeled 'Seller Administrator' which is circled in red. Below this, a header bar displays the date and time 'August 21, 2014 10:21:48 AM EDT' and the user name 'Isidra Chavez'. The main content area is titled 'Maintenance Home Page for: Sida's World'. It contains two main sections: 'General' and 'Alerts'. Under 'General', there are two icons: 'Maintain Organization Information' and 'Maintain Users on this Account'. The 'Maintain Users on this Account' icon is highlighted with a red rectangle. Below the icons, there are descriptions: 'This section is used for maintaining organization information.' and 'This section is used to maintain users for the organization.'

Step 2:

The User Maintenance search page displays.

- a.) Click the **Add User** button.

The screenshot shows the 'User Maintenance for: Sida's World' page. It features a search section with a dropdown menu for 'Search Using' set to 'ALL of the criteria'. Below this are search fields for 'First Name', 'Last Name', 'Login ID', and 'User Role'. The 'User Role' dropdown is open, showing 'Seller' and 'Seller Administrator'. Below the search fields is a table with the following data:

| Login ID | First Name | Last Name | Status | Ro |
|----------------------------|------------|-----------|--------|--------------------------------|
| VENDOR1983 | Isidra | Chavez | Active | Seller Seller Administrator |

At the bottom of the page, there are two buttons: 'Add User' and 'Exit'. The 'Add User' button is circled in red.

Step 3:

The New Vendor User page displays.

- a.) Enter in the new user information.
- b.) Select user roles in the **Roles** section.

New Vendor User for Sida's World

| | | | |
|-----------------|---------------------------------------------|-------------------|-------------------------------------|
| Salutation | <input type="text"/> | | |
| First Name* | <input type="text"/> | Last Name* | <input type="text"/> |
| Job Title* | <input type="text"/> | Department | <input type="text"/> |
| Phone* | <input type="text"/> - <input type="text"/> | Email* | <input type="text"/> |
| Login ID * | <input type="text"/> | Status* | <input type="text" value="Active"/> |
| New Password* | <input type="text"/> | Confirm Password* | <input type="text"/> |
| Login Question* | <input type="text"/> | Login Answer* | <input type="text"/> |

Roles

☒ Seller
☒ Seller Administrator ☐ Can Upload Contract

Save & Exit

Reset

Cancel & Exit

Your new User should display.

- a.) Click the **Exit** button to get back to the Maintenance Home Page.

| Login ID | First Name | Last Name | Status | Role(s) |
|----------------------------|------------|-----------|--------|--------------------------------|
| CHAVISC | Chavis | Ceda | Active | Seller Seller Administrator |
| VENDOR1983 | Isidra | Chavez | Active | Seller Seller Administrator |

Add User

Exit